



# 11<sup>th</sup> Annual Helena Area Career Fair

*Wednesday, April 5, 2006, 11:00 am – 4:30 p.m. Carroll College PE Center*

On behalf of our sponsors, we invite your business, organization, or graduate school program to participate in our 11<sup>th</sup> Annual Helena Area Career Fair.

We provide an excellent opportunity for you to showcase your business or program and to meet potential candidates from a large cross-section of job seekers. In 2005, approximately 1,100 job seekers attended the fair. Attendees range from undergraduate students exploring graduate program options, or recent graduates of post-secondary programs looking for their first job, to community residents with varying work force experience seeking new career challenges.

This event will provide all participants with a productive afternoon of networking between employers, job seekers, students, school programs, and placement assistance services. You need not have current job openings to participate.


## Registration Information

- General Registration: \$125.00
- Deadline: March 1<sup>st</sup>
- Includes:
  - Table and 2 Chairs
  - Business Card Size Ad in Career Fair Guide - over 15,000 printed & distributed.
  - Business Bio in Career Fair Guide
  - Business Name in Independent Record Advertising Promotion
  - Business Bio and Link to your web site on the Independent Record Web site
  - Free Lunch for Two.

If you have questions, please phone **406-447-4040** or send an email to [careerfair@helenair.com](mailto:careerfair@helenair.com).

## General Information

- The venue is the Carroll College Physical Education Center located on the East Side of North Benton Ave.
- The building will be open for set-up at 9 a.m.
- A luncheon buffet will be provided.
- Fair starts at 11:00 a.m. We ask that all booths remain open until 4:30 p.m. for the benefit of Helena area job seekers and students seeking employment.
- No product sales will be permitted.
- You will be provided with a table and two chairs. Please plan to provide your own table covering.



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## There are two easy ways to Register.

- ☐ Register online at [www.helenair.com/careerfair](http://www.helenair.com/careerfair), the Easiest Way!
- ☐ Use the form below and send to Capital City Publishing/Career Fair, PO BOX 4249 Helena, MT 59604-4249 along with payment.
- ☐ If you are unable to attend the career fair but still want to promote your business, purchase an ad in the guide. Business card size ad is \$75.

• If you have questions, please phone 406-447-4040 or send an email to [careerfair@helenair.com](mailto:careerfair@helenair.com).

Organization Name \_\_\_\_\_

Contact Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Your Web site: \_\_\_\_\_

Your Bio: (up to 100 words) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Display Needs:** (A table & 2 chairs provided; please provide your own table covering)

☐ Electricity ☐ Backdrop wall ☐ Special Needs: \_\_\_\_\_

Will you donate an item for door prize drawing? ☐ Yes

What item? \_\_\_\_\_

**Payment Information** \$125 Must be included with registration form:

☐ Check Enclosed ☐ Cash ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

• Payment may be made by check payable to Capital City Publishing/Career Fair, PO BOX 4249 Helena, MT 59604-4249

Plan on attending the Great Falls Career Fair on April 4th, contact  
Twila Groat @ 406-791-5216 for more information.